

JOB ANNOUNCEMENT
#2016-016, Posting Date June 30, 2016

ASSISTANT PUBLIC INFORMATION OFFICER II
OFFICE OF PUBLIC INFORMATION

The Kentucky Legislative Research Commission, a non-partisan research unit for the Kentucky General Assembly, is currently accepting applications for the position of Assistant Public Information Office II.

Typical Duties:

Under the supervision of the Public Information Officer, the Assistant Public Information Officer II will serve as a photographer and oversee the LRC Public Information Office's photo services.

Duties include, but will not be limited to: Shooting candid photos and studio portraits; cropping, editing, and color correcting digital images; writing cutlines; organizing photo schedule; directing activities of others to provide photo services; making assignments; reviewing photos and selecting best work; maintaining equipment; distributing photos; posting images online; archiving digital and print images; overseeing the production of high-quality prints; keeping photo supplies stocked.

Preferred qualifications:

Candidates for this position should possess a bachelor's degree or have equivalent professional experience. Should have experience in photography, journalism, public relations or a similar communications field. Supervisory experience preferred.

Desired attributes:

- Excellent organization skills and attention to detail;
- Proficient with digital cameras and equipment;
- Competent at adjusting apertures, shutter speeds, and camera focus based on many factors, including lighting and depth of field;
- Accomplished at producing high-quality composition in photographs;
- Proficient with digital photo editing software;
- Able to oversee an array of photo services and the work of others;
- Strong writing skills;
- Excellent verbal and listening skills;

A successful candidate will be public service oriented and able to take direction from colleagues. The person selected must maintain a professional non-partisan rapport with legislators, LRC staff, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions, working overtime will be required.

Application Deadline:

The review of applications will begin immediately and positions will remain open until filled.

How to Apply:

All persons meeting the qualifications and who are interested in this position are encouraged to submit a cover letter and current résumé.

Please send a completed state application or résumé via email to LRCresumes@lrc.ky.gov and list the job title in the email subject line.

Alternatively, applicants may mail these materials to:

Joy Kiser
Acting Assistant Director for Human Resources and Professional Development
Legislative Research Commission
700 Capitol Avenue, Capitol Room 64
Frankfort, Kentucky 40601

Special Instructions:

Applicants selected for a job interview will be asked to provide samples of their photo work prior to the interview.

The Legislative Research Commission is an equal opportunity employer and does not discriminate in hiring or promotional practices on the basis of age, gender, ethnicity, religion, national origin or disability.